

CASH - IN - YOUR - ACCOUNT
RECOMMENDATION FOR RECOGNITIONINDIVIDUAL
GROUP

1. NAME OF EMPLOYEE (Press TAB to move quickly to next blocks)		2. SOCIAL SECURITY NUMBER																
3. ORGANIZATION		4. ACCOUNTING CLASSIFICATION CODE STRUCTURE																
		4a. Bureau:		4b. Organization:														
		4c. Fiscal Year:	4d. Project:	4e. Task:														
		5. PERIOD OF RECOGNITION:																
6. AMOUNT OF CASH - IN - YOUR - ACCOUNT		6a. PREVIOUS CURRENT YEAR-TO-DATE TOTAL: \$ _____																
6b. AMOUNT RECOMMENDED: (select one box)																		
\$50 \$100 \$150 \$200 \$250																		
\$300 \$350 \$400 \$450 \$500 (Maximum Amount per Award)																		
6c. CURRENT CALENDAR YEAR TOTAL (6a + 6b) (MAY NOT EXCEED \$1000 per NAO 202-451): \$ _____																		
7. NARRATIVE (Use 10 lines or less. Please print or type)																		
8. NOMINATOR [if not the Immediate Supervisor] (/s/ <u>signature</u> , <u>typed name</u> , and <u>phone number</u> <u>required</u>)				DATE:														
9. IMMEDIATE SUPERVISOR (/s/ <u>typed name</u> , and <u>phone number</u>)				DATE:														
10. REVIEWING OFFICIAL (/s/ <u>typed name</u> , and <u>phone number</u> <u>if required by LO/SO/PO</u>)				DATE:														
11. APPROVING OFFICIAL (/s/ <u>typed name</u> , and <u>phone number</u>)				DATE:														
<table border="0" style="width: 100%;"><thead><tr><th style="text-align: left; width: 20%;"><u># Block</u></th><th style="text-align: left;"><u>Instructions & Definitions</u></th></tr></thead><tbody><tr><td>#1. Name of Employee(s)</td><td>– If a group award, put “See Attached List” in Blocks #1- 4, and 6. Attach the list with the information for each nominee for those blocks.</td></tr><tr><td>#5. Period of Recognition</td><td>– The timeframe during which the contribution was made.</td></tr><tr><td>#6. Amount of Recognition</td><td>– Use this form ONLY for Cash-in-Your-Account recognition.</td></tr><tr><td>#7. Narrative</td><td>– The narrative must be brief and to the point. Describe in concise, non-bureaucratic language what the employee(s) did to deserve this award. Cite specifics to clearly support the nomination.</td></tr><tr><td>-- Submission</td><td>– Save document and forward as email attachment to your servicing HR Office.</td></tr><tr><td>-- Filing</td><td>– File original in Employee's Performance File (EPF).</td></tr></tbody></table>					<u># Block</u>	<u>Instructions & Definitions</u>	#1. Name of Employee(s)	– If a group award, put “See Attached List” in Blocks #1- 4, and 6. Attach the list with the information for each nominee for those blocks.	#5. Period of Recognition	– The timeframe during which the contribution was made.	#6. Amount of Recognition	– Use this form ONLY for Cash-in-Your-Account recognition.	#7. Narrative	– The narrative must be brief and to the point. Describe in concise, non-bureaucratic language what the employee(s) did to deserve this award. Cite specifics to clearly support the nomination.	-- Submission	– Save document and forward as email attachment to your servicing HR Office.	-- Filing	– File original in Employee's Performance File (EPF).
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PRIVACY ACT STATEMENT -- Immediate Supervisor must provide Name and Social Security Number of Employee to ensure accurate recording and processing of this Award. The original form is to be filed in the Employee's Performance File which may be maintained and safeguarded by the supervisor, in accordance with CFR 293. The information is also maintained in accounting systems to process and reconcile disbursement of funds.